

CHARTER
MODERN DEFENSE CIVILIAN PERSONNEL DATA SYSTEM
ENGINEERING REVIEW BOARD

1. Purpose: This charter establishes the composition, function, responsibilities, and authority of the modern Defense Civilian Personnel Data System (DCPDS) Engineering Review Board (ERB), hereafter referred to as the ERB or the Board. It grants authority to the Board for accomplishing change control responsibilities for all hardware configuration, non-application software, and network connectivity. The DoD Civilian Personnel Management Service (CPMS) is responsible for preparation and approval of the ERB charter. This charter may be revised periodically to reflect appropriate changes in ERB composition and authority.

2. Authority: DoD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs and Major Automated Information System Acquisition Programs, Change 3, Section 4.3.

3. Program Title: Modern Defense Civilian Personnel Data System.

4. Scope: The ERB reviews, approves, and recommends priorities for technical changes to modern DCPDS hardware configuration, non-application software, and network connectivity. Requests for changes are received from many sources, including the help desk, operational testers, Office of the Secretary of Defense, CPMS, DoD Components, modern DCPDS sustainment and maintenance vendor (hereafter referred to as the Vendor), Defense Finance and Accounting Service, Office of Personnel Management, other Federal agencies, and the Change Control Board (CCB). The ERB chairperson will review all approved CCB changes to ensure no hardware configuration, non-application software, or network configuration changes are generated without ERB review and approval.

5. Policy:

- a. DoD will have one standard civilian personnel data system to process personnel actions, retrieve data on all employees and actions, and provide a Human Resources administration system to assist managers and supervisors in their personnel management responsibilities.
- b. The modern DCPDS ERB will review and prioritize technical changes to the modern DCPDS. It will approve proposed system changes as authorized by its charter. The Board will evaluate system change requests and task orders, which may ultimately produce a Rough Order of Magnitude (ROM) detailing the cost and the delivery release schedule. The ERB will also evaluate the effect such taskers may have on CCB actions, and together, the two bodies will establish Vendor priorities.
- c. The modern DCPDS CCB will review and prioritize proposed functional requirement changes to the modern DCPDS, and approve proposed system changes as authorized by its charter. The CCB is responsible for changes in functional requirements and assigning the priority of approved changes to the application software, as well as assisting in assigning

scheduled changes to particular release packages. At the request of the CCB chairperson, the ERB chairperson may serve as an advisor to the CCB. Approved ERB actions are forwarded through the Director, CPMS for tasking to the Vendor.

- d. All CCB approved actions are forwarded to the ERB Chairperson, who reviews supporting documentation and determines if the action requires further ERB review. At a minimum, the documentation will include information from the Vendor concerning the effect of CCB changes on hardware configuration, non-application software, and network connectivity. The ERB Chairperson approves and forwards all actions to the Vendor that do not require formal ERB review; otherwise, these items are placed on the agenda for the next ERB meeting. Controversial issues, disagreements between the CCB and ERB, and high risk or cost issues will be submitted to the Director, CPMS for decision.
- e. Actions that are not functional in nature (affect only the hardware or non-application software) are forwarded directly to the ERB. Component technical representatives are responsible for committing their Component to provide all costs associated with approved ERB actions, and also responsible to inform their particular Component of this commitment.

6. Membership: The membership of the ERB consists of Component technical representatives, and one from CPMS Regionalization and Systems Modernization (Reg/Mod) Division. The Vendor representative is a non-voting member. The ERB reviews trouble reports, system change requests, recommended changes; assigns action items; establishes suspense dates for appropriate technical staff; establishes priorities; and ensures Board activities are properly documented. It is possible for one person to hold more than one role (except for the chairperson and secretary) but that person will only have one vote. The ERB composition includes:

a) Voting Members:

- (1) Civilian Personnel Management Service (Chairperson)
- (2) Department of the Army
- (3) Department of the Navy
- (4) Department of the Air Force
- (5) Washington Headquarters Services (represents all Defense agencies except DLA)
- (6) Defense Logistics Agency
- (7) National Guard Bureau
- (8) Non-DoD customers (one consensus vote)

b) Non-voting Members:

- (1) Defense Civilian Pay Policy, Defense Finance and Accounting Service
- (2) CPMS Technical or Functional Representatives
- (3) CPMS ERB Secretary
- (4) Vendor

7. Overall ERB Responsibilities:

- a. Develops and updates appropriate operating instructions to govern ERB activities.
- b. Works with Vendor to determine the costs, impacts, and benefits associated with requested changes; develops and enforces management policies, processes and procedures used to approve change requests and trouble reports; and works with the Vendor to maintain configuration control of all system components.
- c. Evaluates proposed changes and associated costs affecting hardware configuration, non-application software, network connectivity, and documentation.
- d. Provides and approves recommendations for additional commercial off-the-shelf/non-developmental item equipment and software.
- e. Advises CCB regarding functional changes to modern DCPDS, including matters relating to hardware, associated costs, communications, and scalability.
- f. Provides priorities for hardware configuration, non-application software, and network connectivity changes to the Vendor.
- g. Ensures that only approved changes are implemented.
- h. Maintains overall documentation.

8. CPMS Director Responsibilities:

- a. Appoints ERB Chairperson and alternate Chairperson.
- b. Resolves conflicts between the CCB and ERB.
- c. Directs Vendor to implement approved ERB and CCB system change requests.

9. ERB Chairperson Responsibilities: The Chairperson is responsible for conducting ERB meetings, ensuring adherence to disciplined change-management procedures, and ensuring timely ERB recommendations/decisions based on current factual data. The Chairperson will

make recommendations/decisions on all system change requests, trouble reports, and related issues. The Chairperson's specific responsibilities include:

- a. Presiding over the ERB.
- b. Designating the ERB Secretary and alternate ERB Secretary.
- c. Determining the need for and convening ERB meetings.
- d. Validating actions that require the full ERB review.
- e. Providing expert advisory assistance on referred and new items to the CCB, including impact analysis summaries.
- f. Approving and forwarding items not requiring full ERB review (i.e., CCB items that do not affect hardware configuration, non-application software, and network connectivity; or non-cost items and routine upgrades) to the appropriate office. The Chairperson will notify Board members regarding these actions during the next scheduled meeting.
- g. Apprising higher management of significant changes.
- h. Establishing criteria for the acceptability of proposed changes.
- i. Determining the participants necessary to implement changes.
- j. Assigning action items to Board members, as required.
- k. Providing direction to the Vendor on disposition of each approved change request.
- l. Approving ERB minutes and directives for distribution to all members.
- m. Advising members on actions that were disapproved including rationale for disapproval.

10. ERB Secretary Responsibilities: The Secretary is responsible for administering all ERB procedures and actions, and for serving as recorder at all ERB meetings. This includes performing all administrative functions required to support the ERB and coordinating with the members to ensure that Board actions are properly presented and documented. The Secretary's responsibilities include:

- a. Developing, publishing, and distributing the ERB agenda and meeting schedule to designated ERB members.
- b. Receiving change requests, establishing ERB item records, opening a case file for each item, and ensuring the Vendor is informed to update the configuration management (CM) database.

- c. Receiving other items submitted for ERB consideration and forwarding for appropriate disposition (PRs, SCRs, and Agency-unique requirements).
- d. Distributing the change requests to Board members for their review five business days prior to meetings.
- e. Documenting attendance and recording the minutes of each ERB meeting, and distributing final minutes to each member within five business days of approval.
- f. Ensuring required coordination of changes is accomplished prior to implementation.
- g. Ensuring the Board action is documented for each change request, and advising requesting organization of the action taken by the ERB.
- h. Maintaining a file of applicable regulations, policies, and correspondence pertaining to ERB functions.

11. Individual Board Member Responsibilities: Individual ERB members will review all changes and other agenda items presented to the ERB, and act as advisors to the Chairperson. Board member responsibilities include:

- a. Acting as the ERB focal point within their organizations ensuring that change requests and agenda items are fully coordinated within their organizations, and all concerns, questions, or problems are addressed.
- b. Reviewing and preparing to discuss agenda items before ERB meetings.
- c. Obtaining sufficient information needed to assess the effect of the change, and participating in the ERB review.
- d. Negotiating for their respective Component, and having the authority to commit their organizations to take action on changes being reviewed by the ERB, including committing their organizations to provide additional funding.
- e. Ensuring assigned action items are completed within established deadlines.
- f. Ensuring all requests are submitted to CPMS at least 10 business days prior to scheduled ERB meetings (to allow sufficient time for consideration during the scheduled ERB meeting).

12. Defense Finance and Accounting Service (DFAS) Responsibilities: The DFAS representative will serve in an advisory capacity with responsibilities to ensure review and coordination on changes that may have an effect on payroll policy and the payroll system.

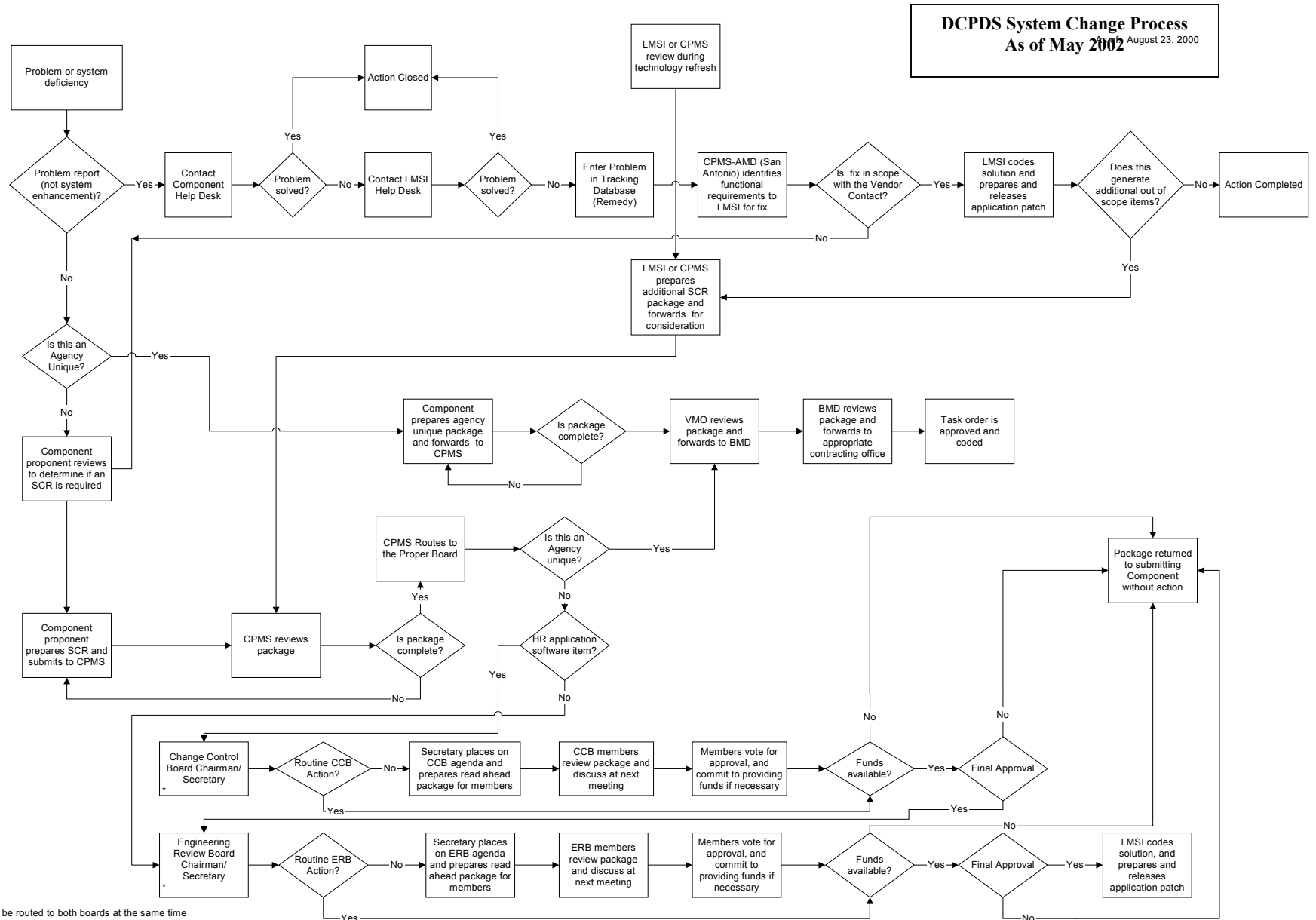
13. Modern DCPDS Vendor Responsibilities: The Vendor will serve in an advisory capacity on technical matters concerning system change design issues, release timing, software

engineering, and related areas as set forth in its contract. The Vendor will provide cost estimates as needed, separating costs into appropriate categories for planning and funding purposes. The Vendor may be asked to leave the meeting when it is necessary to discuss contract matters.

14. ERB Meetings:

- a. The ERB Chairperson will schedule ERB meetings on an “as required” basis; however, at least one meeting will occur each quarter. ERB meetings will be guided by the priority of the agenda items requiring action. In the absence of the Chairperson, a designated alternate Chairperson operates with full authority to make ERB decisions as provided by the Board Charter and implementing directives.
- b. The ERB requires sufficient expertise in appropriate functional and technical areas to render sound decisions on proposed implementation and system-related issues. With approval of the ERB Chairperson, functional and technical advisors from within DoD, as well as from external sources, may be invited to participate in the ERB. The ERB Secretary will provide advisors all necessary background information on scheduled agenda items in advance of the ERB meeting.

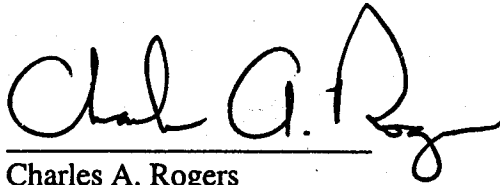
15. Engineer Review Board Process: The ERB process is shown in the following diagram.



* Some actions may be routed to both boards at the same time

16. System Change Request Priorities: Because not all changes can be made to the system at one time, the ERB will consider such factors as cost, level of effort, and urgency, in setting the appropriate priorities and advise the CCB accordingly. The Vendor will use the assigned priorities to schedule the work and determine the release schedule for approved changes.

APPROVED:

A handwritten signature in black ink, appearing to read "Charles A. Rogers", written over a horizontal line.

Charles A. Rogers
Director, CPMS

Date: July 15, 2002